

# CALIFORNIA HEALTH AND HUMAN SERVICES

## CHHS Chief Equity Officer Duty Statement

### **Agency Mission Statement:**

The California Health and Human Services Agency (CHHS) oversees twelve departments and five offices that provide a range of health care services, social services, mental health services, alcohol and drug services, income assistance, and public health services to Californians from all walks of life. More than 34,000 people work for departments in CHHS at state headquarters in Sacramento, regional offices throughout the state, state institutions and residential facilities serving the mentally ill and people with developmental disabilities. CHHS is fully committed to the vision that "All Californians, especially those most at risk or in need, have the opportunity to enjoy a high quality of life as measured by the sound physical, mental and financial health of children, adolescents and adults; strong and well-functioning families; safe and sustainable communities; and dignity for all."

### **Job Summary:**

This position supports the California Health and Human Services (CHHS) Agency mission, strategic priorities and guiding principles by promoting equitable social, economic, and environmental conditions to achieve optimal physical health, mental health, and well-being for all Californians.

The Chief Equity Officer will report to the Undersecretary and represent CHHS in highly visible and sensitive interactions with healthcare leaders, community organizations, professional associations, state departments, local agencies and other community leaders representing diverse populations.

### **Essential Functions:**

**30%** The Chief Equity Officer is responsible for strengthening our internal CHHS agency culture, creating a safe and inclusive working environment for staff, as well as leading and supervising community policy development to advance equity Agency-wide, in accordance with applicable State and Federal laws and regulations. The Chief Equity Officer also develops and implements a health equity strategic plan focused on priority populations, communities and vulnerable places that will increase awareness of physical and mental health disparities, and reduce and eliminate physical and mental health disparities and inequities. The Chief Equity Officer is a liaison with state agencies and departments, community-based organizations, local governmental agencies and other entities that address key health determinants, including, but not limited to housing, transportation, planning, education, parks and economic development. The Chief Equity Officer shall seek to align local efforts with statewide programming and efforts to leverage activities and strategies

addressing physical and mental health disparities within priority populations and communities to ensure gaps are identified and strategies are implemented to eliminate the gaps. The Chief Equity Officer will additionally be responsible for building an environment of inclusion and transparency to ensure program and business goals of departments align with equity efforts, including assessing the need for additional resources and advocating for those additional resources as needed. The Officer will also provide guidance to CHHS agencies and departments with regard to building organizational capacity, staff training, and facilitating communication to ensure strategies to reduce physical and mental health disparities are incorporated.

**25%** Assists CHHS Secretary and Undersecretary in providing executive direction for Department leadership; administers the laws and formulates the regulations and policies pertaining to Racial Equity (and acts as a liaison with EEO officers as appropriate). Provides leadership; planning and control to embedding equity as a core principle throughout CHHS. Coordinate and sponsor projects undertaken by the CHHS Interdepartmental Advisory Committee's Justice, Equity, and Inclusion Subcommittee (JEDI) and provide consultation and technical assistance to Agency and Department leadership. Consult with community-based organizations and local governmental agencies to ensure that community perspectives and input are included in policies and any strategic plans, recommendations and implementation activities.

**25%** The Chief Equity Officer shall help break down silos and reimagine the interpretation and use of available data to better achieve equity driven outcomes, policies, and plans. Special attention will be given to affected priority populations, communities and places to affect positive physical and mental health outcomes. The Chief Equity Officer shall report the findings of such analysis to CHHS leadership and Department Executives and ensure use of data to inform policies addressing the health inequities faced by target populations. Develop interagency data sharing agreements and weigh in on dashboard development as appropriate.

**15%** Determine appropriate outreach avenues to reach target populations; produce and disseminate appropriate outreach publications and/or activities for use in informing priority target populations. Identify needs, trends and services. Represents the CHHS Agency before the Legislature and its committees, various state boards, commissions, committees, tribal governments and other public bodies.

**10%** Plans and maintains various forums in support of the CHHS Agency's communication with CHHS and department leadership. These include leadership forums and senior and executive staff meetings.